



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5512.1L
39000
10 Feb 1994
CH-1 of 12 Mar 96 Inc

NAS LEMOORE INSTRUCTION 5512.1L

From: Commanding Officer, Naval Air Station, Lemoore

Subj: IDENTIFICATION AND ENTRANCE REQUIREMENTS TO NAS LEMOORE

Ref: (a) MILPERSMAN, para 4620140 thru 4620250
(b) NASLEMINST 5340.1G
(c) NAVMILPERSCOMINST 1750.1A
(d) OPNAVINST 5530.14B
(e) NASLEMINST 5560.8E

Encl: (1) ID Card Procedures

1. Purpose. To provide guidance for issuance of personal identification required for entry to NAS Lemoore and the internal areas of the Station (Operations, Administration, and Housing) following requirements in references (a) through (e) and enclosure (1).

2. Cancellation. NASLEMINST 5512.1K

3. Scope. This instruction applies to all military and civilian personnel, including reservists, having a need to enter NAS Lemoore for business, visitation, employment and/or residency (excluding public visiting).

4. Signature Authorization Cards

a. Each department or tenant activity issuing Station Permit Application (NAS Lemoore (GEN) 5512/5 (Rev. 5-88)) shall submit a completed Signature Authorization Record (NAS Lemoore (GEN) 5500/38 (9-85)) to the Security Officer. Only those Station Permit Applications bearing a signature which corresponds to a signature on file will be honored. All others shall be returned for reissue. Applications dated more than 10 working days prior will not be honored.

b. The Signature Authorization Record must be filled in completely, accurately and clearly. Typewritten cards are

preferred. The top portion shall contain information pertaining to the individual who is authorized to sign Station Permit Applications. The bottom portion must contain the department head, officer-in-charge, commanding officer, etc., approval of the authorized individual. Contractors such as McDonnell Douglas, Hughes, etc., whose local company managers, site managers, etc., must issue Station Permit Applications shall have their Signature Authorization Record approved by the Security Officer or Assistant Security Officer.

5. Action

a. Identification (ID) cards or badges will be displayed, as required, by all personnel required/entitled to possess them per references (a) through (e) and this instruction. Civil Service, nonappropriated fund (NAF) employees, contractors, houseguests, farm workers and school teachers' ID cards and Operations area passes will be issued by the Security Detachment upon submission of a Station Permit Application by requesting unit. Military and dependent ID cards will be issued by the Personnel Support Activity Detachment.

b. All units issuing Station Permit Applications to civilian employees shall refer to paragraph 14b of enclosure (1) for guidance.

c. Departments and tenant activities will ensure all ID cards issued per this instruction are returned to the issuing officer or Security upon expiration, resignation/termination of employee, or when no longer valid.

d. Loss of ID cards shall be immediately reported in writing to the Station Security Officer.

e. Departments and units responsible for the preparation of card application forms shall verify the applicant's personal data as factual and legible. Individual personnel records should be used as the source in preparing application forms, and the issuing office may require applicants to produce other ID (e.g., driver's license) to ensure they are the intended recipient of the new ID card.

f. Military sponsors are responsible and accountable for the safety and conduct of dependents and guests while aboard this station. Sponsors shall ensure return of their guest's ID cards by the assigned expiration date.

g. Identification cards shall be produced by all personnel when requested by sentries, military police patrols, Master-At-Arms, and other military personnel in the course of their official duties. Any military member may request an ID be produced in a restricted area. The escort is responsible for the proper conduct of individuals they are accompanying and will prevent unauthorized actions.

h. The Naval Air Reserve Center Commanding Officer will periodically update and forward to the Security Officer a current roster/recall bill of reserve personnel performing regular training and/or duty aboard NAS Lemoore.

6. General

a. Personnel entering or departing this station by vehicle or on foot shall do so through the following points:

(1) Main Gate. Vehicles and pedestrians - all visitors must use this gate unless specifically authorized otherwise by the Station Commanding Officer.

(2) Grangeville Boulevard Gate. Vehicles only.

(3) Alvarez Village Gate. Vehicles only - housing residents, their guests, school buses, and employees only.

(4) Farm Access Roads. Approved agricultural contractors and their employees only. Farm vehicles without passes shall not use Main, Alvarez Village, or Operations gates, nor operate within the Administration or Operations area.

b. When directed by the Commanding Officer, areas of the Station shall be open for visiting by the general public. The occasion will be officially classified as "public visiting" and no ID cards or vehicle decals will be required for entry to the areas specified. Certain functions, such as squadron returns and change of commands, may be designated by the Commanding Officer as a "Special Event" when guests and visitors indicating attendance shall be granted entry. Procedures for requesting "Special Events" designation are contained in reference (e).

c. Houseguests of military personnel shall proceed to and from their authorized place of visit by the most direct route and shall not loiter within the confines of the Station, particularly after the closing of clubs and other recreational facilities. Houseguests shall have their Station-issued ID cards in their possession when unescorted.

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d. On Thursday evenings only, visitors and guests of personnel in paygrades E-6 and below who are not immediate relatives and whose destination is other than Alvarez Village, must register at Pass and Decal commencing 1600 until 2400 hours. E-6 and below personnel are limited to three guests who are not immediate relatives within a 24-hour period.

e. Visitors and guests of military personnel whose destination is the Enlisted Members (EM) Club on Thursday evenings will be given a guest pass at Pass and Decal after presenting proper identification. No guests or visitors will be permitted into the EM Club without a guest pass, which will be surrendered upon entry into the Club. These guests will be sponsored only by active duty military members. Military sponsors will escort their guests to and from the club and are responsible for the conduct of their guests during their visit.

f. All personnel desiring entry to the Operations area shall have appropriate ID cards (or official orders, if on Temporary Assigned Duty (TAD)) and shall be subject to an ID check.

(1) Dependents who are driving employees to and from work within the Operations area do not require issuance of ID cards - only the appropriate Operations area vehicle decal is required for entry.

(2) Active duty military personnel attached to NAS Lemoore and not assigned to a work center within the Operations area desiring to consult with the NAS Lemoore Command Career Counselor located in Hangar 5, shall be granted access to the Operations area upon presentation of their active duty Identification Card (DD Form 2).

(3) At and above THREATCON ALPHA or DEFCON Three, personal identification authorizing entry into the Operations area is required.

g. Government issued ID cards constitute a "personal pass" and shall not be construed as a vehicle pass.

7. Forms. Signature Authorization Cards (NAS Lemoore (GEN) 5500/38 (9-85)) may be obtained from SERVMART. Station Permit Application (NAS Lemoore (GEN) 5512/5 (Rev. 5-88)) may be obtained from Security. Distinguished Guest Passes (NAS Lemoore (15) 5512/51 (12-89)) may be obtained from Security only upon

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direction of the Commanding Officer. U.S. Government
Identification Cards (Optional Form 55) may be obtained from
Security Detachment.

/s/

A. R. GORTHY

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Lists B & E

ID CARD PROCEDURES

1. CIVILIAN EMPLOYEES

a. NAS Lemoore Security Detachment will issue civilian employees appropriate ID cards upon receipt of Station Permit Applications, signed by the authorizing officials. Each authorizing official will have a copy of Signature Authorization Record on file with the Security Detachment. The following civilian ID cards apply:

(1) Green - Authorized for all Administration and Operation areas.

(2) Orange - Civil Service, nonappropriated fund (NAF) personnel, school teachers, contractors, retired Navy Exchange employees with 20 years or more service with the Navy Exchange system, and any other personnel requiring a civilian ID card. Authorized in Administration area only.

(3) Yellow - Housing guests. Authorized in housing and Administration areas only.

b. Expiration. ID cards are invalid on the expiration date assigned by the authorizing official on Station Permit Application.

(1) Civil Service, NAF, or other regular/permanent personnel may be issued ID cards not to exceed six years.

(2) School teachers for the Central Union School District may be issued ID cards for three years maximum.

(3) Contractor personnel will be issued ID cards for the length of the contract but no longer than two years.

(4) Housing guest ID card will expire at the termination of the visit but no longer than one year. Sponsors are to ensure housing guest ID cards are turned in to Security or the Housing office by the expiration date.

2. SPECIAL ISSUE ID CARDS

a. Distinguished guest passes (NAS Lemoore (15) 5512/51 (12-89)) controlled by the Commanding Officer, NAS Lemoore, will be issued by Security only upon direction of the NAS Lemoore Commanding Officer. Expiration date is determined by the Commanding Officer.

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b. U.S. Government ID cards (Optional Form 55) are issued by Security Detachment upon approval by department head/commanding officer/officer in charge of requesting unit, to civilian employees who travel to other activities on TAD for training, etc. Expiration date will match the expiration date on the Station civilian ID card.

3. OPERATOR OF COMMERCIAL CARRIERS OR DELIVERY SERVICE.

Identification - Invoice, bill of lading, delivery receipt, or phone call to point of delivery. KART and Coalinga Bus may not deviate from established routes. All vehicles carrying perishable foodstuffs will be directed to proceed directly to the Commissary, Bldg. 825, for inspection of foodstuffs by the U.S. Army Veterinary Foods Inspection Office prior to delivery.

4. LAW ENFORCEMENT

a. Other than Federal Agencies. Identification - agency identification for admittance to Administration/housing areas. Must be escorted within Operations restricted area during THREATCON Bravo/DEFCON Three or higher threats.

b. Federal Law Agents (Federal Bureau of Investigations, Naval Criminal Investigative Service, Treasury Agents, etc.). Identification - agency identification. Admittance to Administration, Operations, and housing areas upon display of official credentials.

5. TAXI CAB DRIVERS. Entrance authorized to Administration area and Alvarez Village only. Taxi drivers entering the Air Station to pick up a fare will use the main gate and inform the sentry of their destination (i.e., name and address of the fare). Taxi drivers delivering a fare to the Air Station shall be granted access on the strength of the identification card of the fare.

6. KINGS AREA RURAL TRANSIT (KART). Main gate sentry will issue passes to KART passengers who are not affiliated with NAS Lemoore upon entry to Station. As the KART vehicle exits the Station, the gate sentry will collect all passes, ensuring the same number of passes issued are returned.

7. INDUSTRIAL TECHNICAL PHOTOGRAPHERS. Department or command requesting service must provide escort. Admittance to Administration and housing areas. Sentry refers photographers to Officer of the Day (OOD) or Pass and Decal Office to arrange for escort.

8. PRESS AND NEWS REPORTERS AND PHOTOGRAPHERS. Identification - agency credentials. Gate sentry will direct person to Public Affairs Office during working hours, OOD after working hours. Admittance to the Admin area only is authorized. If admittance to the Operations area is required, Public Affairs Office personnel will provide an escort. Unescorted entry to Operations area is authorized during "Special Event" or public visiting designated by the Commanding Officer.

9. GUESTS AT "SPECIAL EVENTS" (CHANGE OF COMMAND, WEDDINGS, ETC.). No identification or vehicle pass is necessary when a special event is declared. Admittance is authorized only to the area where the special event is held. Application must be submitted per reference (e).

10. CIVILIAN VISITORS. Identification - drivers license or suitable picture ID. Visitors must be sponsored by active duty military member or adult dependent and may be authorized by telephone if they are residents of Alvarez Village. Admittance to Administration area only.

11. COMMERCIAL REPRESENTATIVES, VENDORS, PUBLIC UTILITY EMPLOYEES, SERVICE REPAIR PERSONNEL, SALES REPRESENTATIVES. Admittance authorized upon verification from requesting department of resident. All vehicles carrying foodstuffs will be directed to proceed directly to Parking Lot 18 (BOQ Parking Lot) for inspection of foodstuffs by Preventive Medicine.

12. Individuals requesting admittance to the Station not otherwise covered in this instruction must have the approval of the Security Officer or Commanding Officer.

13. CIVILIAN EMPLOYEE ID CARD CONTROL

a. Reference (d) states that an accurate monitoring system for determining the percentage of lost ID cards will be maintained. Procedures shall include accurate records and bookkeeping accountability of all issued and blank badges.

b. Rebadging. All regular employees and other personnel possessing permanent picture badges shall be rebadged every six years at expiration date or when a loss of six percent is attained.

14. ACTION. In order not to exceed a six percent loss in ID badges and to avoid rebadging, the following procedures apply:

a. Security Detachment shall:

(1) Conduct at least annually an inventory of all issued and blank badges. Results shall be maintained for at least three years or until completion of the next regular Inspector General command inspection cycle, whichever is greater.

(2) Send a monthly roster of civilian employees holding expired ID cards to all units responsible for authorizing civilian ID cards.

b. All departments/units:

(1) Review monthly listing of personnel with expired ID cards submitted by Security (paragraph 14a(2)). Update by deleting detached personnel and remind personnel with expired cards to report to Security with Station Permit Application for ID card renewal. Return the updated listing to Security by the date requested.

(2) Maintain record keeping accountability and monitoring system of departmental issued Station Permit Applications to ensure all badges are returned to Security Detachment upon expiration or when no longer valid.

15. MILITARY PERSONNEL

a. Active Duty. Identification - DD Form 2 (N, A, AF, MC, or CG) (Green). Must be on active duty over 90 days.

b. Reserve. Identification - DD Form 2 (N, A, AF, MC or CG) (Pink). Valid for admittance ONLY when member is in possession of official orders or other documents verifying active duty status of 90 days or less.

c. Retired. Identification - DD Form 2 (N, A, AF, MC or CG) (Blue).

d. Foreign. Military personnel of foreign nations while serving with the U.S. Armed Forces. Identification - DD Form 1173 (Buff). Prior clearance from CNO required for temporary badge.

e. Dependents of all U.S. Armed Forces (active duty, retired, Fleet Reserve and deceased) and individuals entitled by reference (c). Identification - DD Form 1173 (Buff). Not issued to children under 10 years of age except under special

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circumstances. Children under 16 not admitted to Operations area unless accompanied by authorized personnel.

NOTE: ADMITTANCE TO THE OPERATIONS AREA IS PERMITTED ONLY IF DUTIES WARRANT ACCESS. THE USE OF ID CARDS TO GAIN ENTRY TO CONDUCT BUSINESS TRANSACTION WITH CIVILIAN OR DEPENDENT PERSONNEL IS PROHIBITED.